

INSTRUCTIONS FOR PREPARING PPQ FORM 526-- APPLICATION AND PERMIT TO MOVE LIVE PLANT PESTS AND NOXIOUS WEEDS

Introduction

Scope. The following instructions focus on the preparation of Form 526. Instructions for obtaining, mailing, and faxing forms; ascertaining the status of permit applications; preparing environmental assessments; and conducting other business also can be obtained from APHIS--Biological Analysis and Taxonomic Support (BATS).

Purpose. By following these instructions you will expedite review of your application for a permit. Incomplete or incorrect information will delay the issuance of a permit.

General instructions

Useage of the word "pest." Throughout PPQ Form 526, interpret the word "pest" to mean the organisms for which you are seeking a permit.

Organisms to be listed on Form 526. Use Form 526 if you intend to import, release, or make interstate shipments of live invertebrates (e.g., insects, mites, nematodes, slugs, snails), microorganisms (protozoa, bacteria, fungi), viruses, viroids, phytoplasmas, parasitic plants, or federally listed noxious weeds. Organisms intended for use as biological control agents are included. Shipments of dead organisms do not require a permit.

Providing complete information. Fill in all of the blocks except as noted below. If you need more room, attach a sheet to the form.

Type or print. Use a typewriter or, if this is not convenient, then print clearly in block letters to ensure that words will remain clear even if the form is later faxed and photocopied.

Separate permits for import and release. When you intend to import an organism from a foreign country and release it in the United States or trust territories, submit one application for an import permit and a separate application for release. No block in the present 526 form stipulates "import" versus "release." However, your choice in this regard will affect your comments in blocks 4E, 5E, 6E, 14, 15, and 16.

Assistance in completing form. For assistance, call (301) 734-5055 or -7839. You may call the same numbers to suggest ways to improve the accuracy or clarity of these instructions; your comments will be welcome.

Instructions on completing blocks

1. Name(s) of applicant(s).

Public institution or agency, or private citizen. Indicate the name, title, and address of the person receiving shipments. Give your street address even if you indicate a post office box number. Applicants must reside in the United States or trust territories but are not required to be U. S. citizens.

Private company. If your company submits permit applications on the behalf of customers, provide the name of the company representative responsible for making the shipments in addition to the company's full address. Applicants must reside in the United States or trust territories.

2. Contact numbers. Indicate your telephone number, fax number, and Internet address, if you have one. If you do not provide this information, and if APHIS needs to request more information from you, your permit may be delayed.

3. Type of pest. In this case "type" always refers to a taxon. If the organism is a mollusk, for example, you would check "other" and write the word "mollusk." You would not indicate whether the organism is indigenous or nonindigenous in block 3.

4A, 5A, 6A. Scientific names.

Spelling. Check to make sure that all scientific names are spelled correctly.

Taxonomic identity. If you are uncertain about scientific names, be as specific as possible. Indicate the closest known relative (e.g., *Aphelinus* sp. nr. *lapisligni* Howard) or the species group (e.g., *Solenopsis saevissima* Smith complex) or the genus and laboratory-assigned number that identifies voucher specimens deposited in a recognized collection (e.g., *Eretmocerus* sp. M92019) or the genus and an ATCC catalog number (for microbial pathogens such as *Erwinia* sp. ATCC 11773).

Species authors. Whenever possible, provide names of species authors, with or without parentheses as appropriate. Examples: *Ips pini* (Say) and *Icerya purchasi* Maskell. Authors' names and the presence or absence of parentheses often help to clarify the identities of species that have undergone confusing nomenclatural changes. However, if you cannot find the authors' names, submit your application without them.

Alphabetized names of organisms entering the United States from a foreign country. When you apply for a permit to import four or more species from a foreign country, write "See attached list," and attach a supplemental sheet listing all the names alphabetically. This will assist officials at the port of entry in handling your shipment.

--Alphabetized list of scientific names:

COLEOPTERA: COCCINELLIDAE: *Hippodamia variegata* (Goeze), *Propylea quatuordecimpunctata* (L.).
DIPTERA: CHAMAEMYIIDAE: *Leucopis ninae* Tanasijtshuk. HYMENOPTERA: APHELINIDAE: *A.*
asychis Walker, *Encarsia formosa* Gahan. APHIDIIDAE: *Aphidius matricariae* Haliday, *A. rhopalosiphii*
DeStefani-Perez, *Diaeretiella rapae* (McIntosh).

Note that orders are alphabetized, families are alphabetized within orders, and species are alphabetized within families. Species names are italicized (or underlined). If more than 10 species are to be listed, it is preferable to present them in tabular form with "Order," "Family," "Species," and "Author" as the column headings.

--Alphabetized list of names of viruses:

Alfalfa mosaic virus, barley yellow dwarf virus, beet western yellows virus, cucumber mosaic virus, maize dwarf mosaic virus, papaya ringspot virus.

4B, 5B, 6B. Taxonomic placement of names. If the organism is an invertebrate, indicate the family. If the family is not widely recognized, indicate the order, too.

4C, 5C, 6C. Life stages to be shipped. By identifying the life stage of an insect, you provide a clue to the possible presence of parasites. In some groups of insects, immature forms (eggs, larvae, pupae) frequently are parasitized whereas adults are seldom, if ever, parasitized. If you are applying for a permit to move plants, specify the plant parts--seeds, fruits, stem cuttings, etc.

4D, 5D, 6D. Number of specimens or units. If you expect to receive many specimens, indicate the order of magnitude--hundreds, thousands, tens of thousands, hundreds of thousands, or millions.

4E, 5E, 6E. Origin of shipment. If you plan to receive interstate shipments, specify the state in which shipments will originate. If the interstate shipments will contain organisms that were originally collected in a foreign country, and if you know which country, place the country name in parentheses below the name of the state. Often it is particularly necessary to know in which country microbial organisms were collected.

If the origin is:

Please indicate:

A foreign country. Name of the country.

More than one country. Names of all countries, if known. If not known, indicate the continent(s).

One to several States. Name(s) of the State(s), and name of native country in parentheses.

Many other States. "U.S.," and name of the native country in parentheses.

7. Host material. A parenthetical instruction appears in fine print, "Indicate by line number." This means that the species identity of live host material should be indicated in line 4A, 5A, or 6A. Example: You desire to ship pupae of a whitefly parasite, and some of the whiteflies may be viable because they have escaped parasitization. The whiteflies are still attached to detached leaves of their host plant, hibiscus. On line 4A you indicate the parasite, *Encarsia formosa* Gahan. On line 5A you indicate the host whitefly, *Bemisia tabaci* (Gennadius). On line 6A you indicate hibiscus. Finally, in block 7 you write "lines 5A and 6A." If contaminants may be present, indicate the scientific name(s). If you need more space than is provided in blocks 4A-6A, present all of the foregoing information on an attached sheet. Note that crop plants may be referred to by common rather than scientific names.

8. Destination. This block usually is self-explanatory except when organisms are to be released from quarantine but not shipped to a different state. In that case, indicate "Field release sites in _____" and supply the name of the State.

9. Port of arrival. Fill in this block only if you intend to receive shipments from a foreign country. If you do not know the port of entry at the time you apply for your permit, leave this space blank.

10. Date of arrival or shipment. This block is self-explanatory.

11. Number of shipments to be received. You will receive only enough shipping labels to cover the number of shipments that you specify. If you are not sure how many shipments you will receive, estimate the number.

12. Supplier. Indicate the name of the organization.

13. Method of shipment. Check the appropriate block(s).

14. Intended use. State what you intend to do with the organisms. **It is essential that you indicate whether or not you intend to multiply the organisms.** You might plan to (1) conduct research in quarantine, (2) conduct research in a laboratory outside of quarantine, (3) establish a production colony in the laboratory or quarantine for later releases in the field (or greenhouse), (4) rear immature forms to the adult stage in the laboratory or quarantine and release the adults in the field (or greenhouse), (5) receive shipments of adults and release the adults directly in the field (or greenhouse). If alternative 4 or 5 is in your plans, submit a brief description of the methods you will use to screen out look-alike species, parasites, and pathogens. Remember that separate permits are required for entry into quarantine and release into the environment.

15. Methods to prevent escape. "Sealed shipping containers," "standard quarantine methods," or similarly brief

statements will do in most cases. Provide details on a separate sheet if you intend to hold a recognized economic or environmental pest (or potential pest) in laboratory confinement outside a federally certified quarantine facility.

16. Method of final disposition. Field release, autoclaving, or preservation in alcohol are the usual alternatives.

17. Signature of applicant. The person whose name appears in block 1 must sign and date the application.

Sections B and C are reserved for the use of State and Federal permitting officials.

Instructions on providing supplemental information

To expedite processing of your application, sometimes it helps to provide supplemental information:

New permits vs. permit renewals. Indicate whether you desire to renew an old permit or obtain a new permit. If you wish to renew, what was your old permit number? Attach a copy of your old permit if one is available.

Precedented vs. unprecedented releases. When you apply for a permit to release an organism, indicate whether or not it has been released previously in the United States. There is no need to provide this information on widely known species such as *Cryptolaemus montrouzieri* or *Encarsia formosa*. Of course, PPQ officials can independently determine the release status of an organism, but by providing the information yourself you can expedite the preliminary sorting of permit applications into categories.

Peer review of biological control agents of weeds. When you apply for a permit to release a biological control agent of weeds, indicate whether or not a report on the environmental safety and host specificity has been peer-reviewed by a group of specialists. If it has been reviewed, indicate the name of the group.